

## ***eRETA Quick Tips: October 2018***

### **Change in eRETA Access**

Gaining access to eRETA - GSA's External RWA Entry and Tracking Application - just became even easier! Effective immediately, eRETA applicants are no longer required to complete and submit a Background Verification Form to request access. Instead, applicants only need to complete a simple application form (no PII required) and send it to their supervisor for approval. The supervisor will then forward the user's application to [eRETA@gsa.gov](mailto:eRETA@gsa.gov), along with their approval that the applicant requires access to eRETA. The applicant will then receive a "Welcome to eRETA" email from the PBS National Application Helpdesk with steps to finalize their account. All of these details and more can be found at [www.gsa.gov/ereta](http://www.gsa.gov/ereta) in the "How do I access eRETA" tab found on the left navigation bar.

As a reminder, using eRETA will be the mandatory method to submit work requests and RWAs to GSA beginning October 1, 2019. We strongly encourage you ensure the proper personnel in your organization have eRETA access and begin entering and submitting RWA information directly into eRETA now, in advance of the mandatory conversion date.

To help prepare you and your team, we are continuing to offer monthly virtual eRETA demonstrations the second Tuesday of every month, which is today! If you cannot make today's session, be sure to sign up for our next session on Tuesday, November 13! You can register for any of the sessions by clicking [here](#).

If you have additional questions about accessing or using eRETA visit [www.gsa.gov/ereta](http://www.gsa.gov/ereta) or email [eRETA@gsa.gov](mailto:eRETA@gsa.gov). Also feel free to contact your [Regional RWA Manager](#) or your GSA customer lead.